

P&P 6535 USE OF DISTRICT EQUIPMENT

Reason for Changes (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

- Chapter Lead – To address the new post-COVID working remote work options.
- To remove repetitive language from the AP.

Review Level: 1 FYI Only	Review Level Approved by PPAC: 4/10/2023	BOT 1st Reading: 5/11/2023	BOT 2nd Reading & Approval: 6/8/2023
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BP 6535 USE OF DISTRICT EQUIPMENT

Changes Redlined

The Board of Trustees authorizes the Chancellor to develop administrative regulations allowing for limited off-campus use of District equipment. District equipment shall not be loaned to private groups organized for profit or to any individual, except that equipment may be loaned to employees for District-related duties off-campus subject to the provisions outlined in the administrative procedures.

Reference:

Education Code Section 70902

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With Changes Redlined

Each member of the District staff shall be responsible for equipment under his/her/their control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

A. Authorization

District-owned equipment shall not be removed from any District facility except with written permission of the college president, Chancellor, or designee. Authorization may be granted for the uses listed below through the "College Equipment Loan Agreement." No item of equipment shall be removed under any circumstance until the warehouse supervisor has inventoried it and assigned a property control number. Upon request or separation from the District, the person(s) must return all District issued property. If the property cannot be returned, the person(s) shall be responsible for the cost of replacement.

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B. Permitted Uses

District-owned equipment may be removed from campus, with proper authorization, for the following uses.

1. Professional/Business Use

Staff members may borrow District-owned equipment for professional use directly related to District business. In the case of computer or other electronic equipment no installation support will be provided unless the District requires such use. Upon request or separation from the District, the employee must return all District issued property. If the property cannot be returned, the employee shall be responsible for the cost of replacement.

2. Student Instructional Use

District-owned equipment such as musical instruments or photography equipment may be loaned to students as they are required as part of the instructional program. Such loan shall be limited to the term in which the student is enrolled. Upon request from the District, the student must return all District issued property. If the property cannot be returned, the student shall be responsible for the cost of replacement.

3. Community Support Use

Under special circumstances District-owned equipment may be loaned on a short-term basis in support of a special community project. Under such use the equipment shall be loaned to a specific community agency that shall supply a certificate of insurance for the equipment while under its control. Upon request from the District, the agency must return all District issued property. If the property cannot be returned, the agency shall be responsible for the cost of replacement.

C. Responsibility

Any individual who removes District-owned property assumes personal liability for repair or replacement of such equipment in the event of damage or theft.

D. Recall

Any loaned equipment is subject to recall by a college or District official at any time.

Reference:

Education Code Section 70902

ACCJC Accreditation Standards III.B.3 and III.C.4

END OF RECOMMENDATION